

**FIRE CAPTAIN**

(Promotional Class)

**DISTINGUISHING FEATURES OF CLASS**

This class encompasses supervisory positions, the major duties of which include managing all fire station operations on a specified shift. Employees of this class assume command and direct all fire fighting activities at the scene of a fire or emergency until relieved by a superior officer. Fire captains inspect homes and commercial businesses and report hazards or safety violations to the appropriate authority. Employees of this class also provide on-the-job training to subordinates. Fire captains work with a high degree of independence and report to and have work reviewed by the fire chief. This class ranks directly below that of Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs the activities of a shift of fire department personnel by performing duties such as reviewing records of previous shift activity or briefing the incoming captain on pertinent activities on the previous shift; by performing supervisory duties such as overseeing and evaluating work performance of subordinates, reviewing their written reports, and discussing their work performance; by providing on-the-job training to subordinate officers in areas such as fire attack, fire extinguishers, CPR, inspection, investigation, and safety.

Answers fire alarms from dispatcher; records all information and makes sure all necessary preparations are completed before proceeding to fire or emergency scene; supervises driving of fire apparatus; maintains communications between scene and communications headquarters; performs size-up of an emergency scene; determines nature and extent of fire, condition of the scene, damage to adjacent property, and source of water supply; assumes command of fire ground operations; directs and assists in attack procedures to confine and extinguish fire; rescues persons from life threatening situations; provides emergency medical assistance; performs salvage work during the fire and overhaul after the fire; directs rescue operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, use of water supplies, and safety procedures; handles emergencies involving hazardous materials; acts as coordinator between fire fighting personnel and law enforcement personnel at the scene of an emergency.

Completes any forms and records assigned, including basic fire incident and casualty reports; compiles and organizes data needed for reports.

Inspects homes and commercial businesses for unsafe practices and conditions and reports all fire hazards or safety violations to proper authority; collects information for pre-fire planning in order to become familiar with area features which might be important in a fire or emergency situation.

Investigates the causes, origins, and circumstances of fires; looks for, protects, preserves, and reports any evidence of arson; assists arson investigation personnel; testifies in court when required.

Inspects fire apparatus for proper placement and maintenance of tools and equipment; inspects station house, buildings and facilities and examines fire apparatus and equipment to insure compliance with departmental maintenance standards; sees that fire apparatus is returned to service after fire or other emergency; receives reports about any problems with fire equipment.

Answers questions from the public about operations of the fire department or any related areas of emergency services; conducts tours of department facilities for school or civic groups.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least four (4) years immediately preceding the closing date for application to the board.

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